

CONFIDENTIAL

OFFICE OF OPERATIONS

Report on the Career Service Program
24 December 1953 - 25 March 1954

1. The following is taken from minutes of OO Career Service Board meetings during the reported period.

a. 6 January

The Chairman advised that the DD/I was trying to obtain two vacancies at the Harvard Management Course. [REDACTED] Chief of the [REDACTED] Contact Division, was nominated by OO and subsequently rejected.

25X1A

The Secretary reported:

(1) [REDACTED] Sovmat Staff, would appear before the CIA Selection Board for attendance at the Norfolk Armed Forces Staff College (he was rejected later in favor of a more senior and qualified individual from the DD/P Area with military staff experience);

25X1A

(2) [REDACTED] OO/C, was selected for [REDACTED] first Management Training Course A;

(3) [REDACTED] forthcoming intelligence course for scientific analysts, limited to about ten students with a quota of two vacancies for OO, should be applied for by interested individuals immediately.

25X1A

b. 20 January

(1) Successful application by [REDACTED] for the Strategic Intelligence Course beginning 8 February was announced;

25X1A

(2) The Board disapproved application by [REDACTED] for two years' training at Regensburg;

(3) Application by [REDACTED] FDD, for training at [REDACTED] (Program E) was approved by the Board.

c. 27 January

25X1A

(1) In reply to the Chairman's query, [REDACTED] stated that [REDACTED], was the most likely OO/C prospect for the overseas area familiarization program. Although [REDACTED] concurred in this choice, he stated that [REDACTED] should be on duty in his present assignment for at least a year before starting such a program.

CONFIDENTIAL

01340

CONFIDENTIAL

(2) Mr. Bagnall reported on a DD/P Career Service Board procedure. An instruction has been issued in the DD/P Area that vacancies will be filled from within whenever possible. If there is no qualified individual available on the covert side, a request is submitted to Overt Personnel. Personnel makes a machine run of the qualification file and calls pertinent offices for permission to release files of qualified individuals. Mr. Bagnall feels that the DD/P Career Service Board should submit their requests to the overt Career Service Boards with an outline of qualifications required. (The Secretary later discussed this with the OO Placement Officer, Personnel Office, with the result that job requirements of positions in DD/P Area now are made known to this Office whenever vacancies occur.)

d. 4 February

(1) [REDACTED] announced that he had been appointed to the CIA Career Service Board for a term of six months to succeed [REDACTED] whose term had expired.

(2) [REDACTED] stated that one of the items on the agenda for the next CIA Career Service Board meeting would be the Agency promotion policy. He quoted from the proposed policy and cited his objections. As all members of the OO Career Service Board are in agreement with current OO policy [REDACTED] will state this position at a CIA Career Service Board meeting.

(3) [REDACTED] has requested CIA Career Service Board review of [REDACTED] which states: "when an individual's Career Designation is to be changed, the gaining component is responsible for submitting an official request for such action to the Personnel Office." This Office desires that Requests for Personnel Action transferring OO individuals to other CIA offices shall be regarded as concurrently requesting automatic change in the subjects' Career Designation--"OO" to that of the receiving organization.

(4) The Secretary has informed Personnel Office that the OO Career Service Board does not object to change from Career Designation--"OO" for the following personnel to that of the indicated office to which they had transferred:

Name

New Office

25X1A

[REDACTED]

EE/PI
IAB, Personnel Office
DD/P Area

e. 24 February

25X1A

25X1A

(1) On the basis of [REDACTED] report that [REDACTED] had received high grades during the first semester

CONFIDENTIAL

25X1A

25X1A

25X1A

at the [REDACTED] the Board agreed that OTR should be requested to allow [REDACTED] to continue at [REDACTED] for one additional year. The Board approved the request that he be allowed to study at [REDACTED] this summer at his own expense and on annual leave.

25X1A

25X1A

25X1A

25X1A

(2) It was announced that [REDACTED] Chief of [REDACTED] of Contact Division, had been transferred to Washington to become Assistant Director for Personnel.

f. 25 March - A report to the Chairman on various OO Career Service matters was discussed:

(1) OO training activity during 1953

Participation in organized training courses during 1953 was as follows:

Internal training courses (OO)

FDD programs

Number of participants

Languages
Report writing

15 (FDD)
20 (FDD)

OO/C programs

Visits to industrial installations
Headquarters training and refresher
course for field personnel

10 (FDD)
37 (OO/C)

Total intra-OO trainees

82

Internal training (OTR)

Basic Intelligence Course
Human Resources Program
Languages
Seminars (ORR geographic)
Clerical Refresher
Records Management
Reading Improvement

	FDD	OO/C	SOVMAT	OAD
Basic Intelligence Course	57	5	0	0
Human Resources Program	50	0	0	0
Languages	2	1	0	0
Seminars (ORR geographic)	4	2	0	0
Clerical Refresher	1	2	0	0
Records Management	5	3	1	1
Reading Improvement	0	2	0	0
	<u>119</u>	<u>15</u>	<u>1</u>	<u>1</u>

25X1A

Total OTR trainees for OO - 155

CONFIDENTIAL

CONFIDENTIAL

External training sponsored by OTR

25X1A

25X1A

	FDD	OO/C	SOVMAT	OAD
[REDACTED]	15	0	1	0
Languages	18	7	0	0
Strategic Intelligence School	0	0	0	0
Other official training outside CIA	7	0	0	0
	<u>40</u>	<u>7</u>	<u>1</u>	<u>0</u>

Total external trainees from OO - 71

(2) Training estimates, Fiscal Years 1955 and 1956

Estimated external training requirements for FY55 soon will be revised and those for FY56 will be prepared for OTR as accurately as possible. It should be noted that the total cost of approved OO training for the first six months of FY54 represented only about five percent of the budgeted amounts. "Career training" at Agency expense, as heretofore, will not be permitted beyond current or foreseeable future job requirements.

(3) Approval of training requests. This Office has informed the Office of Training that Deputy Chiefs of OO Divisions in the absence of the Chiefs are authorized to sign and forward training requests to OTR.

(4) The Office of Training agreed to pay the costs involved in bringing selected domestic field personnel to headquarters to take the Basic Intelligence Course. Six contact specialists arrived in Washington on 26 February for pre-testing to take BIC starting 1 March, following which they will spend one week in OO/C headquarters for further training.

(5) Management Course A

25X1A

FDD, [REDACTED] were enrolled in the second Management Training Course A. [REDACTED] of FDD are entered in the current third course of this series.

25X1A

(6) Indoctrination Course

25X1A

Deputy Chief, FDD, [REDACTED] attended one of the three-hour indoctrination programs that the Orientation and Briefing Division gives each week in Central Building for incoming personnel. Guests from other IAC agencies also attend [REDACTED] lectures. It is [REDACTED] opinion that OO personnel who entered on duty prior to December 1951 (when the Indoctrination Program was initiated) would be interested in attending one of these programs.

25X1A

25X1A

- 4 -

CONFIDENTIAL

CONFIDENTIAL

(7) Inter-office transfers

During 1953 about 17 percent of the individuals entering on duty in OO were transferred from other CIA offices. Conversely, 46 individuals transferred from OO to other CIA offices. We believe that these transfers from OO do not, in fact, constitute attrition, but rather attest to the fact that OO is a good training ground for personnel in CIA. It is further believed that continued cooperation between interested office Career Service Boards or divisions will adequately identify individuals in one office who should receive long-range "career training" actually applicable to job requirements in another office.

(8) Rotation

Upon conclusion of her six months career rotation to Economic Analysis Division of ORR, [REDACTED] FDD, was commended by ORR for her analysis and reports of economic information from Polish language sources.

25X1A

(9) Temporary duty in OO

In February, two G-2 reserve officers completed two weeks of active duty in CIA. [REDACTED] Publications Branch, was assigned to Reports Branch, FDD. [REDACTED] Technical Branch, assigned to ORR, spent half a day with Sovmat Staff for a briefing on the Sovmat program.

25X1A

25X1A

[REDACTED] Chemistry Division, OSI, is undergoing a two-week indoctrination period in Scientific Branch, OO/C, prior to temporary assignment for eight weeks with the [REDACTED]. This is in line with an OO/OSI agreement whereby two OSI representatives are to be assigned each year to Contact Division field offices for temporary duty. It is expected that this temporary duty will better acquaint OSI with the potential of Contact Division for the collection of scientific intelligence information, and, conversely, will assist Contact Division field offices in such collection.

25X1A

25X1A

25X1A

OTR assigned [REDACTED] a Junior Officer Trainee, to Scientific Branch of OO/C on 16 February for a period of from eight to twelve months.

25X1A

(10) Personnel Management

Long-established OO personnel policies remained essentially unchanged during 1953. We believe that these policies assure the required number of specially qualified personnel for planned career service. Responsibility for personnel management and improvement has, in fact, been delegated to the Chiefs of the three Divisions

CONFIDENTIAL

CONFIDENTIAL

and Sovmat Staff who have been very successful in providing control and leadership with regard to the development of their personnel, while receiving only over-all policy guidance from the Office of the AD/O and the OO Career Service Board. A primary purpose of OO personnel policy has always been to develop the CIA careers of personnel according to actual performance on the job. Every effort has always been made to provide opportunities within the Office for promotion and inter-division and intra-division rotation and training. We believe that the number of people who have been on duty in OO for some three to five years and more, and also the number of OO "graduates" presently in important positions in many other segments of the Agency, attest to the success of this policy.



25X1A

Secretary
OO Career Service Board

CONFIDENTIAL